



NC OSC Policy 700.1

HR/Payroll Schedule

Policy Area: HR/Payroll	Effective Date: G.S. 143B-426.39 - 7/1/2007, G.S. 138-1 - 7/4/1991
Policy Sub Area: Payroll	Last Revision Date: NA
Authority: G.S. 143B-426.39 Powers and Duties of the State Controller, G.S. 138-1 Salaries, Fees, and Allowances	Policy Owner/Division: HR/PAYROLL

Policy

All State entities either through the Office of the State Controller or University must prescribe, develop, operate, and maintain a uniform payroll system:

G.S. 143B-426.39 Powers and Duties of the State Controller

http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_143b/gs_143b-426.39.pdf

All annual salaries shall be paid at least monthly and may be paid twice a month, every two weeks, or weekly:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_138.html

NC HR/Payroll System

A calendar is posted for biweekly and monthly schedules that pertain to the NC HR/Payroll System, and is available on the following website:

http://www.osc.nc.gov/BEST/support/support_py.html

Universities and other agencies with their own separate payroll system should have their schedules available for their specific locations.

Procedures

Accounting Guidance

None noted.

Related Documents (Memos/Forms)

G.S. 143B-426.39 Powers and Duties of the State Controller

http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_143b/gs_143b-426.39.pdf

G.S. 138-1 Salaries, Fees, and Allowances – Annual salaries payable at periodic intervals.

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_138.html

G.S. 143B-426.40G Issuance of Warrants upon State Treasurer

http://www.ncga.state.nc.us/enactedlegislation/statutes/html/bysection/chapter_143b/gs_143b-426.40g.html

BEST Payroll Information

http://www.osc.nc.gov/BEST/support/support_py.html

Revision History

Date	Version	Revision Description	Initials